

Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

| | | | |
|----------------------------|--------------------------|-----------------------------------|---|
| Department: | Math Learning Center | Last Incumbent: | |
| Position Title: | Instructional Specialist | Date of vacancy: | |
| Service Class: | | Funding Source: | |
| Hours per week: | 27 | | |
| Months per year: | 32 weeks | Bilingual Required: | Yes or No <i>VP signature Required</i> |
| Days & Hours to be worked: | To be arranged | Night Shift or Graveyard stipend? | None NS GY |

2. Revised position or changed position (complete section above for comparison)

| | | | |
|----------------------------|--|-----------------------------------|---|
| Department: | | Last Incumbent: | |
| Position Title: | | Date of vacancy: | |
| Service Class: | | Funding Source: | |
| Hours per week: | | | |
| Months per year: | | Bilingual Required: | Yes or No <i>VP signature Required</i> |
| Days & Hours to be worked: | | Night Shift or Graveyard stipend? | None NS GY |

3. Annual Cost of the Proposal, and source of funds: _____\$15,000, First two years funded by the Basic Skills Initiative Committee. To be funded by the general fund after that.

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

With the Student Success Task Force recommendations and the new restriction of only being able to take a class 3 times, our basic skills math students are at even more risk than they were before. We have seen some improvement in getting these students to come to the MLC, but we


really need a dedicated basic skills specialist to work with these students. Students who don't succeed in three attempts will either drop out or go to another college to complete their math requirements and will likely take their other classes there as well. In either case this will result in a loss of FTES to MPC. With more pressure for completion, we anticipate that the need for assistance in the MLC will increase. The MLC is already unable to meet the demand for drop-in tutoring. Without additional staff, wait times will go from inconvenient to unreasonable. Students are already leaving the MLC when they see it is busy and they know there are not enough tutors to help, reducing the hours of positive attendance the MLC could have.

Providing a dedicated instructional specialist for basic skills math students will greatly improve the MLC experience for these students. Currently there is often a long wait time to get questions answered and basic skills students are often unable to work on their own while waiting for a tutor. The person selected to fill this basic skills instructional specialist position will have the sensitivity and expertise necessary to effectively work with basic skills math students and will be able to do outreach in the classrooms at the beginning of the semester. They will be able to recruit more students and keep them coming back to the MLC, increasing our attendance.

The MLC's action plan includes developing and implementing courses to be offered for credit FTES through the MLC (similar to what is done in the ESSC). Very little progress can be made without additional staff in the MLC. Hiring this position will allow the Coordinator to move forward with this plan.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position: _____ **Date:** _____

| steps | REPLACEMENT POSITION | Initials/Date | steps | NEW OR CHANGED POSITION* | Initials/Date |
|--|--|---------------|----------|--|---------------|
| 1 | Chair/manager discusses vacant position with division/area and other relevant group(s). | | 1 | Chair/manager discusses the new/ vacant position with division/area and other relevant group(s). | |
| 2 | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost. | | 2 | Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost. | |
| 3 | VP discusses request with Vice Presidents and President | | 3 | VP discusses request with Advisory Group. | |
| 4 | President makes final decision. VP presents to College Council for information. | | 4 | VP discusses request with Vice Presidents and President. HR informs MPCEA. | |
| 5 | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps . | | 5 | College Council Reviews and makes a recommendation to the President. 2 Readings.* | |
|  | | | 6 | President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.) | |
| | | | 7 | HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps | |

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____
 Dr. Douglas Garrison

DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

(See Reverse)

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Instructional Specialist

Dept/Program: Math Learning Center

Submitted by: Brett Enge/Laura Franklin

Search Committee Chair: TBA

PT/FTE: 40% FTE (16 weeks Fall, 16 weeks Spring)

New or Replacement: New

Service Category:

Salary/Benefit Costs: \$17/hour

Net Additional Costs: \$15,000/year

Funding Source: BSI for two years, then the general fund

Description of duties and responsibilities:

Tutor students enrolled in a Basic Skills math class. Perform any other duties, related to Basic Skills mathematics, as assigned.

Special Considerations:

This position will be dedicated to helping only Basic Skills students, which is a very vulnerable and underprepared group of students that will greatly benefit from a dedicated permanent tutor.

Does Position act as an entry point for the college? Should it be bilingual? Why? No

I am requesting this position be considered by the Vice President to be designated Bilingual Required.

No, this position should not be bilingual required

What would happen if this position weren't approved?

Attendance in the MLC may decline due to long wait times and students getting frustrated. The MLC will not be able to move forward with the development and implementation of credit courses.